

JOB TITLE: Accounts Receivable/Payable Specialist

JOB CODE: 04.18

GRADE: 14

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: Responsible for accounts receivable and accounts payable activities, which includes accounting for and depositing dollars collected in program income and for program invoices, in addition to preparing purchase orders and budget transfers.

MINIMUM QUALIFICATIONS: Graduation from high school plus four (4) years of general office experience involving knowledge of accounting and bookkeeping procedures and practices or an Associates Degree with courses in business and accounting plus two (2) years of experience in accounting and bookkeeping procedures and practices.

SPECIAL REQUIREMENTS:

- Knowledge of data entry and software programs required to account for and report on Accounts Receivable and Accounts Payable activities.
- Knowledge of the policies, procedures, and system requirements to prepare budget transfers.
- Knowledge of purchasing principles and practices.
- Knowledge of deposit procedures and the methods used to reconcile bank deposits and receivables.
- Ability to understand and follow complex oral and written instructions and detailed policy and procedural guidelines and to make correct decisions in accordance with rules and regulations.
- Ability to research and analyze complicated data trails and to correct errors in project costs or administrative costs posted to the General Ledger.
- Ability to compile data and make computations with speed and accuracy, and to develop and distribute periodic and special reports required for timely and effective accomplishment of work.
- Ability and skill in dealing with the public and co-workers in other departments, courteously and effectively, and to answer questions and obtain and provide information in response to telephone, written and personal inquiries.
- Experience with personal computers and popular software programs such as Excel.

ESSENTIAL FUNCTIONS:

- Receives, collects, accounts for, reconciles, deposits and reports on a variety of receivables involved in the operation of program funding.
- Prepares, provides and accounts for the cash received on loans, reimbursable grants and other funding sources.
- Receives and responds to a wide range of inquiries, contractor concerns and other concerns, requiring research and analysis.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Customer service skills are an essential component of this position. In addition to daily contact with employees of other City departments, the incumbent interacts frequently with vendors and contractors.

SUPERVISION RECEIVED: Receives guidance and direction from the assigned Supervisor who is available to answer questions and provide assistance on highly complicated situations. Otherwise, work is performed on the basis of the incumbent's own initiative, judgment and decision within the guidelines of the position.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is office work, requiring limited physical effort. Visual acuity is required for reviewing, checking, preparing and maintaining computer and manual files, as is manual dexterity to operate computers and other office equipment. Incumbent is required to have sufficient hearing ability to perceive information accurately at normal spoken word levels. Manual dexterity to operate computers, and other office equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Finance Manager or designated representative.